



Australian Alumni COVID-19 Response Grants Scheme (Development)

PART A: Overview

1. Background

The Australia Awards and Alumni Engagement Program Philippines (AAAEP-P) is funding development initiatives under the Australian Alumni COVID-19 Response Grants to respond to the emerging challenges brought about by the COVID-19 crisis. These grants will enable alumni to collaborate with peers, other individuals and organisations to undertake research that contributes to the public discourse and policy development around COVID-19. Grants will be awarded through an open, competitive process.

The AAAEP-P is an initiative of the Australian Government to support the Philippines in its development goals and to create positive relationships that advance mutual interests. In addition to supporting ongoing alumni engagement through the Australian Global Alumni network, the Program offers a mix of long-term scholarships, short courses, and other forms of training for current and emerging leaders and influencers.

The Australian Global Alumni network (<https://globalalumni.gov.au>) is an Australian Government supported virtual global network for alumni to stay connected, build and mobilise professional networks and celebrate successes. It is an active network of influential alumni leaders with strong links to Australia. Alumni are a valuable resource who can contribute to the Philippines' development needs and as ambassadors promoting Australia's position as a provider of world-class education and training services.

2. Objectives

The Australian Alumni COVID-19 Response Grants Scheme aims to assist alumni to undertake projects that contribute to building resilience and recovery efforts in communities impacted by COVID-19. It gives them a platform to leverage their competencies gained from their Australian education or training in implementing the projects.

The Program's Development Grants Scheme aims to:

- provide alumni with opportunities to enhance and use their knowledge and skills;
- develop, maintain and strengthen professional linkages and partnerships between alumni and the Australian Government, Australian businesses, public and private organisations and educational institutions;
- connect alumni to each other across disciplines and professions, organisations and institutions, and geographic areas in order to share good practice and create opportunities for collaboration;
- showcase Australia's excellence as a global provider of high-quality education and research;
- support COVID-19 response initiatives that promote gender equality, women's empowerment and social inclusion
- support COVID-19 activities that protect the most vulnerable sectors of society, including women and girls, persons with disabilities, children, displaced populations, the elderly, indigenous peoples and other vulnerable groups.



PART B: General Guidelines

3. Key dates

Application stage	Date
Call for proposals	Friday, 1 May 2020
Deadline for applications	Tuesday, 30 June 2020*
Notification of results	July 2020
Commencement of Activity	August 2020 to June 2021

**Proposals will be advised not later than 31 July 2020. Proposals will be assessed as they come in, and if selected, successful proponents may begin project implementation immediately.*

4. Priority themes for 2020-2021

The Australian Alumni Covid-19 Response Grants Scheme (Development) will award the grant to successful proposals that are aligned to the following priority themes:

- i. Policy Development
- ii. Disaster Risk Reduction and Management (DRR)
- iii. Public Health
- iv. Inclusive Development (Gender Equity, Disability and Social Inclusion - GEDSI)
- v. Supply Chain Management
- vi. Public-Private Partnerships in DRR.

The Australian Government has a strong commitment to support initiatives that protect the most vulnerable sectors of society, including women and girls, persons with disabilities, children, displaced populations, the elderly, indigenous peoples and other vulnerable groups and strongly encourages applications from alumni supporting these sectors.

5. Eligible Activities

The scheme will support short-term projects that meet the following eligibility criteria:

- Highlight and promote the proponents' Australian education or training
- Strengthen professional links of the alumni with the Philippines and/or Australian institutions or individuals
- Share the proponents' training, knowledge and skills with local communities or organisations
- Have joint public and private sector development activities and advocacies
- Projects should be innovative and sustainable.
- Respond to an immediate or long-term resilience and recovery efforts that will provide substantial benefits and create a significant impact to the organisation and/or community.
- Conform to current restrictions on COVID-19 and consider innovative and/or technology-related means of implementation.
- Promote gender equality, women's empowerment and social inclusion and protect the most vulnerable sectors of society, including women and girls, persons with disabilities, children, displaced populations, the elderly, indigenous peoples and other vulnerable groups
- Be implemented in the Philippines.



Projects should focus on any of the three core action areas: health security, stability and economic recovery and may be delivered through:

- a. **Community Development activities.** These activities will contribute to the development of a specific community or organization e.g. development projects, knowledge and technology transfer activities, workshops and public awareness campaigns.
- b. **Knowledge sharing activities.** These are activities which facilitate knowledge and skills transfers, e.g joint capacity building activities with Australian education institutions in the delivery of training, seminars and workshops.

Examples of response initiatives are provided in Annex 2.

6. Eligible Proponents

The development grant scheme is open to all Filipino nationals who have graduated from a recognised Australian tertiary education, including those that self-funded their study in Australia. It is also open to alumni who have graduated from short-term study or fellowship programs from recognised Australian institutions, and alumni of AAAEP-P programs including short courses, non-formal learning opportunities and in-country scholarship program (ICSP). Alumni can apply as an individual, group or on behalf of an alumni association.

Current grant recipients have the option to pivot existing projects or submit a new proposal to help respond to Covid-19 recovery and response efforts. This project enhancement and/or new proposal should align to these new grant conditions and will be subject to evaluation and assessment.

7. Funding and duration

The Australian Alumni Covid-19 Response Grants Scheme will provide financial support up to PHP500,000. Project costs and proposed sources of funding must be included in the proposal. Expenses that are not eligible for funding are detailed in the Annex 1: Alumni Grant Scheme Proposal Form.

The maximum duration for implementing a grant is 12 months or until 30 June 2021.

Implementation should commence within 1 month of funding approval and the signing of the Grant Agreement. In case of a delay in implementation, the grantee should notify the AAAEP-P in writing proposing new implementation timelines. Proposals which exceed the funding limit and duration may be considered subject to merit and assessment.

8. Appraisal and Approval Procedures

All proposals should be submitted online at www.australiaawardsphilippines.org/alumni/ags using the prescribed templates on or before 30 June 2020. All applications will be acknowledged upon receipt. Selected proposals will be advised not later than 31 July 2020. Proposals will be assessed as they come in, and if selected, proponents may begin project implementation immediately.

Proposals will be assessed and approved on a competitive basis by the Grants Screening Committee composed of representatives from the Department of Foreign Affairs and Trade (DFAT), the Australia Awards and Alumni Engagement Program-Philippines (AAAEP-P) and an external member from either private or development sector.

The assessment of each proposal will be based on the following criteria:



- Relevance to the objectives of the grant scheme
 - Responsive to building resilience and recovery efforts arising from the COVID-19 pandemic
 - Highlight and promote Australian education in the Philippines
 - Strengthen professional links of the alumni with Philippine and/or Australian institutions
 - Share their Australian training, knowledge and skills with local communities or organisations
 - Create opportunities for joint public and private sector development activities and advocacies
 - Promote gender equality and social inclusion
 - Be sustainable and have a social media component
- Soundness of project plan and methodology
 - The project plan is well developed and integrated to address the objectives and activities of the grant scheme
 - The methodology is highly likely to lead to concrete and meaningful results.
- Sustainability and replicability
 - The project shows potential for sustainability.
 - It can be localised and adapted by other proponents under varying circumstances and setting.

9. Exclusions

Activities and expenses ineligible for funding include:

- Academic or short-course trainings to be taken by the alumnus/alumna.
- Research-related expenses.
- Australia Awards Re-Entry Action Plans.
- Travel to other countries by the alumnus/alumna
- Salaries and/or compensation of alumni proponent (individual, team leader and alumni members)

10. Terms and Conditions

The schedules of fund releases are as follows:

- 50% on commencement, upon approval and acceptance of the project.
- 40% upon the submission of the mid-term project review, satisfactory project evaluation based on project visit and approved final implementation and cost plan (for major projects or events).
- 10% upon submission of final acquittal and approved terminal report.

While these schedules apply generally, proposals can present a different schedule when critical to the nature of the project they intend to implement. The final tranche will entail closer monitoring from the AAAEP-P and strict reporting from the proponents/implementers to ensure the full completion of the project.

The bank details for the repository of project funds are required for individual or group applications. For registered groups or organisations, the bank account must be under the organisation's name. For unregistered groups, the bank account must be under the group leader's name. It is the



responsibility of the proponent to keep the account active within the duration of the project. Group members will be asked to sign an acknowledgment of financial arrangements during contract signing and submission of final report.

11. Monitoring and Reporting

The following activity and financial reports are required for all successful grant applications:

1. **Progress Report** (1-2 pages) – due quarterly throughout the project duration. There will be instances where AAAEP-P will require proponents to submit progress report before the due date. The report should provide an update on key activities, events and progress towards completion, risks (where relevant), budget and expenditure, any qualitative and quantitative data, social media and other relevant information.
2. **Project Terminal Report** (up to 10 pages) – due one month from completion of the project. This should include a full recap of key activities and outcomes, events and indicators of completion, any ongoing work, risks, full breakdown of budget and expenditure, qualitative and quantitative data and reports, social media and other relevant information.

It is the responsibility of the alumni or group leader to provide timely updates and feedback to AAAEP-P regarding the implementation of the project. Through the group leader, the implementing team is required to submit the following:

1. Information on major changes to the scope and details of the proposed activity or project, or significant changes to the allocation of fund items within the project, to be reported throughout the duration of the project as they arise.
2. Written update following the second tranche.
3. Final report, including detailed acquittal and financial reporting on project expenses and disbursements. This should be submitted within one month after completion of the project or activity.
4. All social media promotions such as blogs, tweets, Facebook and Instagram videos and photos of milestone activities shall be posted on the AAAEP-P microsite provided for the grants scheme recipients. Photos and videos are encouraged along with the written reports.

12. Other Provisions

Fraud Control

Fraud is described as “dishonestly obtaining a benefit by deception or other means”. The grants scheme strictly adheres to the Department of Foreign Affairs & Trade’s Fraud Control Policy and the Commonwealth Fraud Control Guidelines with a “zero-tolerance” to any form of fraudulent activity. This means that the grant scheme will not condone any form of fraudulent behaviour in its operations such as payment of bribes, facilitation payments or “hidden” commissions for any reason.

Child Protection

Organisations or institutions whose applications propose working directly with children must have a clearly articulated and functional child protection policy in place. This policy shall be provided to AAAEP-P upon request. The child protection policy shall include procedures for protecting children



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in the proposed activity, amongst other things, from any potential sexual, mental and physical abuse by staff members or other adults involved in the activity.

Terrorism Financing Risks

All organisations or institutions must make all reasonable efforts to identify and understand the level of terrorism-financing risk that a proposed activity may be exposed to across its entire life cycle. Where a specific risk is identified, necessary actions must be taken to manage and reduce this risk. Grants will not be provided where there is non-mitigated risk of financing terrorism.

Record Keeping

The proponent shall ensure that records including all official forms and templates, minutes of evaluation proceedings and related meetings, reports (progress, mid-term, terminal, and acquittal) are properly maintained and kept. This allows easy and ready access of records should an audit arise.



ANNEX 1: ALUMNI GRANT SCHEME PROPOSAL FORM

Please read the Alumni Grant Scheme Guidelines carefully before submitting your applications. .

Project/activity timeline must commence within one (1) month after funding approval and the signing of the Grant Agreement and should be completed no later than **30 June 2021**. Proposals may cost up to **PHP500,000** and must be implemented in the Philippines.

Project Template

The project proposal to be submitted must follow a provided template, which will include information on the following:

1. Information Sheet

Title: Full Name:

Gender : Date of Birth:

Address:

City/Municipality:

Province:

Telephone:

Mobile Number:

Email:

PROFESSIONAL DETAILS:

Occupation:

Employer:

Sector:

Office contact:

ACADEMIC BACKGROUND:

Australian institution:

State:

Course/training programme completed:

Date of completion (MM/YYYY):

Funding: Scholarship / Fee-Paying

Granting Institution:

2. **Basic Project Details** – project title and type, proponent name/group name, project location, start and end date, total project cost.

3. Project Profile

- a. *Rationale* – identify what need or problem the project intends to solve, or opportunity that it addresses.
- b. *Objectives* – state what the project aims to achieve, in terms of results and impact. It should be SMART – specific, measurable, attainable, result-oriented and with a time duration.
- c. *Project description* – indicate what the project proposes to do to address the identified problem or opportunity, and how this will be able to achieve the objectives.

4. **Project Plan / Methodology** – provide the details of key activities and milestones that the project will undertake. Indicate the specific action points per key activity and milestones, the manpower and resources involved, and its expected outputs or outcomes. If possible, break down each activity into specific sub-activities, and specify dependencies among activities as applicable. Provide graphs or flowcharts to show the progression of activities if possible.



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5. **Project Schedule and timeline** – provide a Gantt chart that shows the project schedule in terms of milestones, task duration, task dependencies, and expected commencement and delivery dates of each activity.
6. **Project Costs and Proposed Sources of Funding** – present a breakdown of all costs anticipated under the project, including administrative costs and direct activity costs. Identify the total funding needed, and the amount of funding requested from this grant scheme. Also indicate the other sources of funding and proponent’s counterpart. Indicate a proposed bank account as repository of project funds.
7. **Risk Plan** –list and describe identifiable risks and present risk mitigating measures proposed by the team.
8. **Institutional Partnerships** – if relevant, identify and provide contact information of institutions, organisations and/or individuals you propose to collaborate on the project, including, but not limited to, Australian institutions, individuals, government agencies and private organisations. Describe their roles and contributions to the project implementation.
9. **Attachments:**
 - a. Curriculum vitae of individual or team members, limited to 2 pages each, with certificate of training or graduate certificate attached.
 - b. Reports on similar past projects implemented by the team, or by the individuals who are part of the team.
 - c. For groups: comprehensive group description and history (for organised groups), and certificates of registration with SEC and BIR, if applicable.

Completed proposals should be submitted online at www.australiaawardsphilippines.org/alumni/ags

All applications will be acknowledged upon receipt. Selected proposals will be advised not later than 31 July 2020.



Annex 2. Examples of COVID-19 Response Initiatives

Response area	Examples
Health preparedness, response and systems strengthening	<ul style="list-style-type: none">• Provision of PPE through social enterprise development• Health service delivery• Public health messaging/ awareness raising on health, sanitation and hygiene• Support for contact tracing efforts and other health response efforts
Managing economic impacts and supporting economic recovery	<ul style="list-style-type: none">• Support to sectors of the economy (eg. tourism) affected by COVID-19• Immediate livelihoods support for sectors that have been negatively affected by COVID-19 (eg. labour intensive infrastructure)• Private sector development programs through corporate social responsibility (CSR) channels• Agricultural/food security programs• Support for small and medium sized enterprises• Public financial management programs designed to improve the quality of public spending, but which is now supporting the government to streamline procurement for COVID-19 related activities
Supporting stability and/or security	<ul style="list-style-type: none">• Governance programs addressing/ mitigating impacts of COVID-19• Law and justice programs addressing/ mitigating impacts of COVID-19• Conflict analysis/ conflict prevention activities addressing/ mitigating impacts of COVID-19• Peacebuilding/ social cohesion programs• Ensuring continued water and electricity supply for rural areas and vulnerable communities
Targeted support for vulnerable populations, e.g. women and girls	<ul style="list-style-type: none">• Programs to address increases in gender-based violence associated with COVID-19• Programs targeted at minimising COVID-19's impact on persons with disabilities or the elderly• Humanitarian programs responding to impacts of COVID-19, targeting displaced communities



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Assistance on other policy and sector responses to COVID-19

- Technical assistance to government on how schools' systems can adapt to the COVID-19 context
- Support to government on how to adapt transport sector plans in light of COVID-19
- Support to adapt resource management plans to a COVID-19 context

[Conflict of Interest and Confidentiality Declaration for panel members](#)

[Call for Disability-inclusive COVID-19 Response](#)

[CBM Guidance Note Disability Inclusion in the COVID-19 Response](#)